



**State of Delaware  
Executive Department  
Office of Management & Budget**

Contact List/Primary Responsibilities  
(Revised October 1, 2012)

**Brenda Lakeman  
Director**

**Dawn Davis  
Secretary**

**Faith Rentz  
Deputy Director**

**Mary Thuresson  
Administrative Specialist**

**Address:  
Duncan Center  
500 W. Loockerman Street, Suite 320  
Dover, DE 19904  
Telephone: (302) 739-8331 or 1-800-489-8933  
Facsimile: (302) 739-8339**

**SLC: D620  
Website: [www.ben.omb.delaware.gov](http://www.ben.omb.delaware.gov)**

**Receptionists**

Janice Crawford/Marti Evans  
(CMS Demands to the attention of: Janice Crawford)

**Benefits Administration**

**Primary Responsibilities**

Leslie Ramsey

Disability Insurance Program Administration  
Minnesota Life GUL Program  
HIPAA Privacy/Security

Durae Johann

Return To Work Coordinator (Short Term/Long Term)  
Disability Insurance Program

Dianna Stotler

Vision Plan Administrator  
Training/Communications  
Annual Benefits Open Enrollment, eBenefits  
Benefits Surveys  
COBRA Administrator

Ann Skeans

Group Health Plan Administration



Larry Frank	Customer Service – Health, Dental and Prescription Dental Administration Flexible Spending Account Administration Pre-Tax Commuter Benefit Administration Employee Assistance Program (EAP)
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Lois Houston	Customer Service – Health, Dental and Prescription Prescription Plan Administration Medicare Part D Policy
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Laurene Ehemann	RFP and Contract Coordinator FOIA
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Theresa Strawder	Statewide Wellness Administrator Dela <b>WELL</b>
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Aaron Schrader	Health Promotions Dela <b>WELL</b> University
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**Benefits Accounting Unit**

**Primary Responsibilities**

Colleen Kondelis	COBRA Administration Vision Eligibility and Enrollments Vision Refunds and Adjustments Vision Reconciliation
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Mary (Fran) Nichols	Dental and Blood Bank Eligibility and Enrollments Dental and Blood Bank Reconciliation Dental Refunds and Adjustments
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Tina Shulties	Health Eligibility and Enrollments Health Refunds and Adjustments Health Reconciliation
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Debbie Willoughby	Spousal COB Adult Child Dependent COB
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**Contact for Non-Payroll Groups**

Gail Hudson at Financial Operations, OMB  
Telephone: (302) 672-5232

**COBRA Questions**

Ceridian Benefits Services  
Customer Service 1-800-877-7994